

Public Works Operations Superintendent



Job Code: 4292
Grade: 136
Reports to: Director of Public Works & Engineering
Salary Range: \$73,488 - \$115,228
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs highly complex professional, technical, and administrative work overseeing all assigned programs, activities, and responsibilities and managing all administrative functions of the Public Works Operations Division which includes maintenance of streets, sidewalks, rights-of-way, municipal parks, grounds, and other public facilities/properties; landscaping and forestry development and maintenance; vehicle and equipment maintenance and repair; bulk collection and recycling; traffic control (painting and signage); and special event/special project support and implementation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for overseeing all aspects of the work product of the Public Works Operations Division and for managing and directing all administrative functions of the Division including budget, personnel, training, and safety. Work has a broad scope and requires substantial independent professional judgment and initiative. Work is performed under the administrative direction of the Department Director and is reviewed through conferences, reports, observation, and evaluation of results obtained. Supervision is exercised over Operations Division personnel.

ESSENTIAL FUNCTIONS

Managing and administering all services and activities of the Public Works Operations Division; overseeing development and implementation of Division budget; interviewing, selecting, motivating, and evaluating personnel; monitoring and evaluating the efficiency and effectiveness of Public Works programs and service delivery; preparing and maintaining records and reports.

EXAMPLES OF WORK

- Oversees and integrates operations of all Public Works maintenance functions and program areas to ensure quality delivery of public services in a manner which is consistently safe, reliable, and efficient; ensures that assignments and work efforts of each team are coordinated and complimentary and that teams make the most productive and coordinated use of available resources (staffing and equipment); serves as liaison, problem-solver, mediator, and facilitator between teams.
- Oversees the tracking and monitoring of Division projects, including the review and evaluation of work products, methods, procedures, and efficiency/effectiveness of service delivery and analysis of resources allocated; recommends changes if necessary; provides project updates to appropriate contacts.
- Directs the development of the annual Division operating and capital projects budgets; oversees and monitors expenditures to stay within budget parameters.
- Supervises the personnel administration functions of the Operations Division including recruitment, hiring, promotions, discipline, terminations, and other personnel actions; provides leadership and mentors subordinates on developing a service-oriented staff and addressing performance deficiencies.
- Ensures staff conformance with departmental and City-wide personnel rules and policies.
- Oversees training programs for safety, vehicle and equipment operation, and proper work habits.
- Plans, directs, and evaluates the performance of assigned staff.

- Oversees the procurement of bids for supplies and equipment.
- Receives, investigates, and responds to more complex or sensitive requests for service, inquiries, or complaints regarding Operations Division; meets with citizens or staff to resolve needs or concerns.
- Plans and oversees logistical support for special City events, programs, and activities; coordinates assignments in the Operations Division and with other departments and outside agencies.
- Oversees the review, analysis, and evaluation of the Operations Division administrative issues and functions; develops and implements programs and appropriate revisions and policy/procedure changes based on analysis.
- Manages the development and implementation of goals, objectives, policies, work plans, and priorities for the Operations Division.
- Manages the development and implementation of plans and procedures for innovative programs that increase productivity, promote efficiency, and improve customer service.
- Advises Directors of Public Works and Parks, Recreation & Culture on future needs, plans, and matters of importance relative to public properties and facilities.
- Oversees the determination and assembly of resources needed for the delivery of public works programs and services.
- Manages and oversees the snow removal and ice treatment programs.
- Ensures that appropriate records and reports on Operations Division activities are prepared and maintained.
- Attends Mayor and City Council meetings when required.
- Advises and meets with boards and committees as required.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the operational characteristics, services, and activities used in municipal Public Works maintenance operations.
- Comprehensive knowledge of the principles and practices of program development and administration.
- Comprehensive knowledge of the principles and practices of municipal budget preparation and administration and methods and techniques used in municipal purchasing.
- Comprehensive knowledge of modern and complex principles and practices of personnel administration.
- Thorough knowledge of departmental and City-wide policies and procedures and general office practices and procedures.
- Thorough knowledge of the occupational and public/private hazards and safety precautions applicable to varied maintenance, repair, and construction activities and ability to take proper precautionary and remedial measures.
- Knowledge of the operational capacities and maintenance requirements of a wide variety of mechanical equipment.
- Skill in prioritizing, planning, assigning, supervising, reviewing, and evaluating work of subordinates.
- Skill in utilizing customer service techniques in responding to inquiries, complaints, and requests.
- Ability to oversee, direct, and coordinate the work of a large group of unskilled to skilled workers in a manner conducive to full performance, high morale, and effective service.
- Ability to improve and maintain a working environment that is characterized by efficiency, cooperation, and positive interpersonal relationships that extends to all City departments.
- Ability to formulate and implement safe operational policies and procedures.
- Ability to maintain records and prepare technical reports.
- Ability to effectively respond to citizen inquiries and complaints.
- Ability to communicate information clearly, concisely, and effectively, both orally and in writing.

- Ability to plan, organize, prioritize, and manage several major projects or issues simultaneously and meet firm deadlines.
- Ability to exercise sound judgment in evaluating situations and making decisions and recommendations.
- Ability to delegate tasks effectively, accepting responsibility for the outcome.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to perform general math calculations which may include measurements and conversion rates.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and maintain productive, effective working relationships with City and public officials, associates, contractors, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or related field. Minimum of five (5) years of progressively knowledgeable, responsible, and well-rounded work experience in delivery of public works operations, maintenance, and repair services, including at least three (3) years of significant administrative and managerial/supervisory experience; or an equivalent combination of education, training and/or experience that would provide the level of knowledge and ability required.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurate, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Public Works Operations Superintendent position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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